

Biennium End Procedures

For Purchase Orders in PeopleSoft

Dates to Remember

- June 10th – Have run the first round of Biennium query reports (NDS_PO_DTL_BIENNIUM)
- June 30th – Run second set of same query
- July 25th – Run query third and last time, NDS_PO_DTL_BIENNIUM. Final decisions to be made on POs to be rolled to next biennium.
- July 28th – Last day to apply back to 2013-2015 biennium.

Rule #1

- The budget dates on the PO distribution lines must be in the same period as the voucher accounting dates.
 - PO budget checked in June should be paid in 2015 biennium
 - PO budget checked in July should not be paid by a voucher backdated to 6/30/15.

Finding the Budget Date

- Please have your staff customize all distribution screens within purchase orders so they can see the Budget Date field easier.
- Written instructions can be found at www.nd.gov/vr/purchmod/checklists-po.html called “Customizing PO Lines.”
- Better instructions can be found using OnDemand “11.1.1 – Customizing PO Views.”

Rule #2

- There will be NO purchase orders left open in the new biennium with a budget date prior to July 1, 2015.
 - Any POs not closed, paid, or rolled by the end of the biennium will be brought to a status of “complete” by ITD before the new biennium is opened.

Methodology

- When the system is closed for biennium end, ITD will run a force-close process to change ALL active purchase orders and lines with **budget dates** prior to 7/1/2015 to a Complete status.
 - This will be done after biennium end reports are run, so agencies will be able to see their encumbrance totals before this process.
 - Any POs closed in error can be reopened using new budget dates when the system is opened again.

Biennium Queries

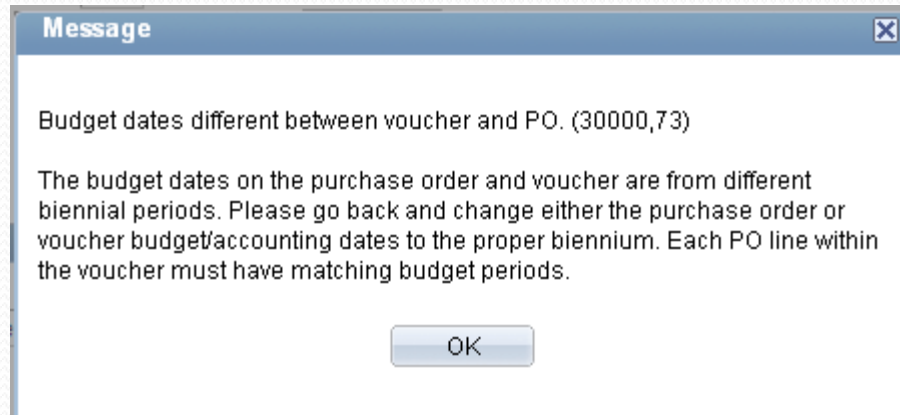
- Use query you ran beginning of June to start narrowing down the number of active POs.
 - Close all POs that you safely can.
 - If the items are received by June 30, get the POs paid and make sure the budget dates match with the voucher.
 - We strongly recommend that agencies use receiving on POs, especially when items are shipped at different times.

June 30th Report

- **Fiscal staff:** Please review the list of POs outstanding and not received; mark the items that are to be paid in the new biennium for purchasing staff.
 - You have approx. 4 weeks to apply back payments; purchasing staff need to know which of their POs will likely be paid and backdated to June 30 during this time.
 - Keep **Rule #1** in mind about the budget dates matching

Voucher Warning

- If you try to pay a PO dated in June 2015 with a voucher budget date in July 2015, this is the warning you will receive:



- You have the choice of fixing the budget dates of the PO to "roll" it or backdating the voucher, but they have to match before continuing.

Final PO Report

- Run this query a last time on July 25th to make final decisions.
 - Use same criteria as the others
 - Keep **Rule #2** in mind: Any POs listed on this query will be closed when the system closes.

Scenario #1

- Purchase orders that have been fully received before July 1st, but are not fully paid:
 - Pay the PO before biennium closes, making sure that the voucher is backdated to 6/30/15.
- Fiscal Policy 201 states:
 - “. . . all goods and services ordered and received prior to June 30 must be charged to the biennial appropriation for the period ending June 30.”

Add Standard Comment

PO Header Comments

Unit: 11000 PO ID: 0000000134 Vendor: ZADERAKA-005

☒ Retrieve Active Comments Only

Retrieve

*Sort Method: Comment Time Stamp

*Sort Sequence: Ascending

Sort

Comments

Find | View All First 1 of 1 Last

[Copy Standard Comments](#)

Comment Status: Active

Inactivate



Payment is contingent upon availability of funds.



☒ Send to Vendor ☒ Shown at Receipt ☐ Shown at Voucher

Associated Document

Attachment

Attach

View

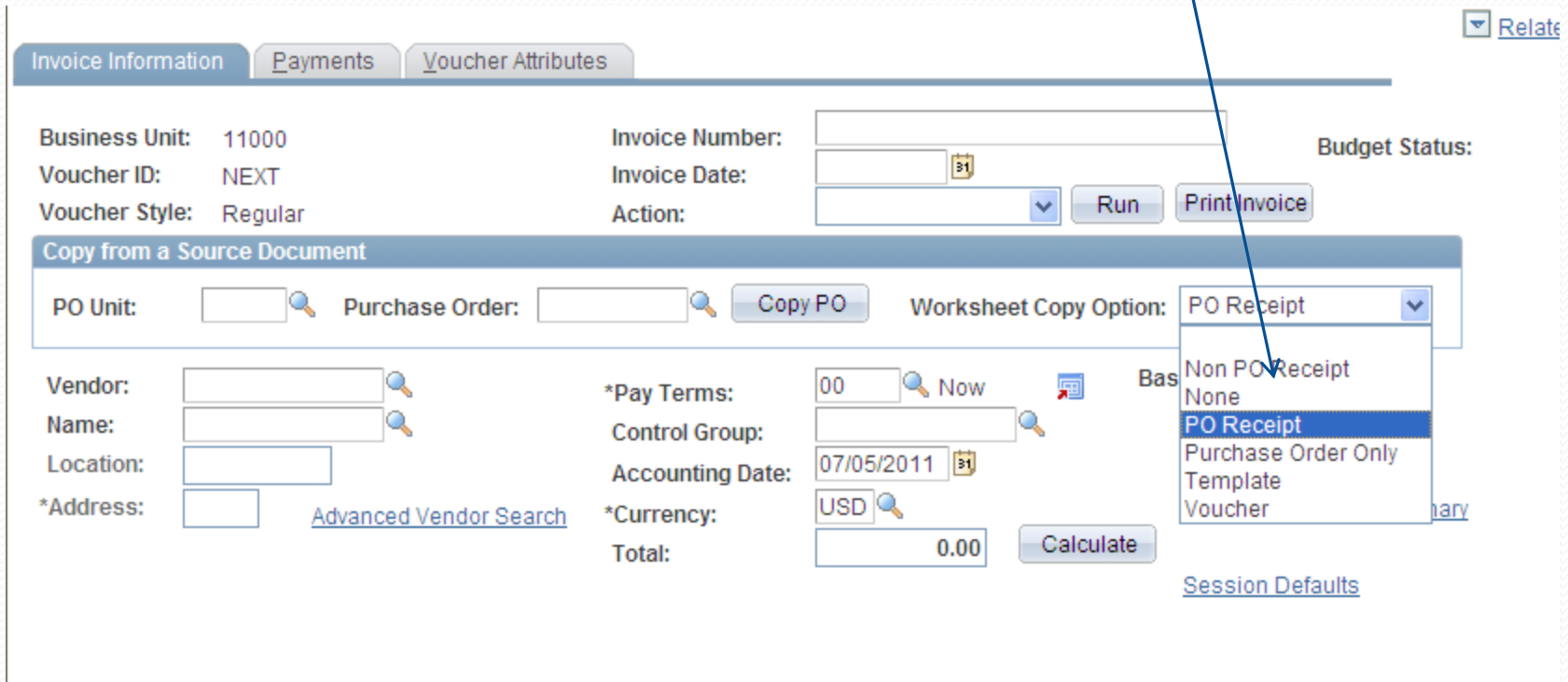
Delete

☐ Email

From -> PO 11000-0000000134

How to Verify Receiving

If agencies do not use the 'Worksheet Copy Option' they will not be able to see the dates on the PO.



The screenshot displays a software interface for managing invoices and vouchers. At the top, there are tabs for 'Invoice Information', 'Payments', and 'Voucher Attributes'. Below these, fields for 'Business Unit' (11000), 'Voucher ID' (NEXT), and 'Voucher Style' (Regular) are visible. To the right, there are fields for 'Invoice Number', 'Invoice Date', and 'Action', along with a 'Budget Status' field. A 'Run' button and a 'Print Invoice' button are also present. A section titled 'Copy from a Source Document' contains fields for 'PO Unit', 'Purchase Order', and a 'Copy PO' button. The 'Worksheet Copy Option' dropdown menu is open, showing options: 'Non PO Receipt', 'None', 'PO Receipt' (selected), 'Purchase Order Only', 'Template', and 'Voucher'. A blue arrow points from the text above to the 'PO Receipt' option. At the bottom, there are fields for 'Vendor', 'Name', 'Location', and '*Address', along with a link for 'Advanced Vendor Search'. There are also fields for '*Pay Terms' (00), 'Control Group', 'Accounting Date' (07/05/2011), '*Currency' (USD), and 'Total' (0.00), with a 'Calculate' button. A 'Session Defaults' link is at the bottom right.

Invoice Information Payments Voucher Attributes

Business Unit: 11000 Invoice Number: Budget Status:
Voucher ID: NEXT Invoice Date: 31
Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: PO Receipt
Non PO Receipt
None
PO Receipt
Purchase Order Only
Template
Voucher

Vendor: *Pay Terms: 00 Now Bas
Name: Control Group:
Location: Accounting Date: 07/05/2011 31
*Address: USD *Currency: Total: 0.00 Calculate
Advanced Vendor Search Session Defaults

Receiving Dates Con't.

[Previous Worksheet](#) [New Worksheet](#) [Help](#) [Customize Page](#)

Copy Worksheet

Unit: 11000 Voucher: NEXT

[Back to Invoice](#)

Receiver Lookup Criteria

PO Business Unit:	<input type="text"/>	PO Number:	<input type="text"/>	*PO Dt Opt:	No Date	PO Date:	<input type="text"/>
Receipt Unit:	11000						
Receipt Number From:	0000000094	Receipt Number To:	<input type="text"/>				
Receiver Line From:	<input type="text"/>	Line:	<input type="text"/>				
*Receipt Date Option:	No Date	Receipt Date:	<input type="text"/>				
Ship To:	<input type="text"/>	Packing Slip:	<input type="text"/>				
Pro Number:	<input type="text"/>	Bill of Lading:	<input type="text"/>				
Carrier ID:	<input type="text"/>						

Additional Search Criteria

Max Rows to
Return

Search

Copy Selected Lines

Reset




☒ Select All

☐ Clear All

Select Receiver Lines

[Find](#) [View All](#) First 1 of 3 Last

PO Unit:	11000	PO No.:	0000000132	PO Date:	05/18/2011
BU Recv:	11000	Receipt No:	0000000094	Recv Date:	06/03/2011
Ship To:	110502	Carrier ID:		Packing Slip:	
Pro Number:		Bill of Lading:			
Vendor ID:	0000095949	TITAN MACHINERY INC OF GRAND FORKS			

Customize Find View All   First 1 of 4  Last																				
Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price	PO No.	Line	Sched Num	Recv Line Status	Amount Only	Vendor Item ID	Mfg Item ID	Contract ID
<input type="checkbox"/>	5	1		watch quantities on schedule	1.0000	EA	20.00000	20.00	USD	1.0000	EA	20.00	0000000132	1	5	Received	<input type="checkbox"/>			

☒ Select All

☐ Clear All

Work-arounds

- If you received the goods on June 30th or earlier, but did not have time to enter the receipt for it, please do not record it online! Record the receipt of the items on the hard copy of the PO and pay off of that.
- If you ordered and received something by June 30th, but you forgot to enter a PO for it, **please do not enter a PO after the fact.** Pay for the item using a regular voucher instead.

Scenario #2

- Purchase orders that are dated prior to 7/1/15, but have not been received or paid at all by 7/26.
 - ❖ Fiscal Policy 201 states, "Goods and services received after June 30 are obligations of the biennial appropriation beginning July 1."
 - Option 1: Manually change the accounting date and the budget date under [PO Details](#) to new biennium.
 - Option 2: If not paid by July 28th, allow the PO to be automatically closed; it will have to be reopened with new dates when ready to pay.

4 Steps to Change PO Dates

1. Under Header Details, change this accounting date to July 1 or later:

The screenshot shows the 'Maintain Purchase Order' interface. At the top, the 'Purchase Order' header includes 'Business Unit 53000', 'PO ID 0000024419', 'PO Status Dispatched', and 'Budget Status Valid'. Below this is the 'PO Header Details' section, which contains several tabs: 'PO Details', 'Currency', and 'Process Control Option'. The 'PO Details' tab is active and shows fields for 'Supplier STATE-091', '*PO Type GEN', '*Billing Location CO-BILL T', 'Origin 530 CO', 'PO Date 08/25/2014', 'Budget Status Valid', 'Tax Exempt' (checked), 'ID E-2001', 'Letter of Credit ID', and 'Ship To P-WARE2'. The 'Currency' tab shows 'Currency Code USD', 'Exchange Rate Detail', 'Base Currency USD', and 'Exchange Rate 1.00000000'. The 'Process Control Option' tab shows 'Dispatch' (checked), '*Method Print', 'Acknowledgements required for Not required', 'Accounting Date 08/25/2014', and 'Accounting Template STANDARD'. A blue arrow points from the text 'change this accounting date to July 1 or later:' to the 'Accounting Date' field.

Maintain Purchase Order

Purchase Order

Business Unit 53000
PO ID 0000024419

PO Status Dispatched
Budget Status Valid

PO Header Details

PO Details

Supplier STATE-091
*PO Type GEN
*Billing Location CO-BILL T
Origin 530 CO
Use One Ship To

Billing Address

PO Date 08/25/2014
Budget Status Valid
Tax Exempt
ID E-2001
Letter of Credit ID
Ship To P-WARE2

Currency

Currency Code USD
Exchange Rate Detail
Rate Date 01/01/1900
Rate Type CRRNT
Base Currency USD
Exchange Rate 1.00000000

Process Control Option

Dispatch
*Method Print
Acknowledgements required for Not required
Accounting Date 08/25/2014
Accounting Template STANDARD

OK Cancel Refresh

Purchase Order Defaults

2. Under the [PO Defaults](#) link, make sure the budget date here changes to the new biennium as well.

Maintain Purchase Order

Purchase Order Defaults

Business Unit 53000 PO ID 0000024419 Supplier STATE-091

Default Options ?

☐ Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☒ Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Category Unit of Measure

Schedule

Ship To: P-WARE2 Warehouse Ultimate Use Code

Due Date Original Promise Date

Ship Via: COMMON Freight Terms Code: FOB DEST

Arbitration Freight Charge Method: Weight

*Distribute By: Quantity One Time Address

Distribution

SpeedChart

Distributions Personalize Find View All First 1 of 1 Last

Chartfields Asset Information

Dist	Percent	Category	Subcategory	Budget Date	Location	IN Unit
1	100.0000			08/25/2014	PO_HEADER	53001

OK Cancel Refresh

Retrofit Changes

3. Carefully read this screen to change the budget dates on all distribution lines. Do not change any other field; click "OK."

Maintain Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Unit: 53000 PO ID: 0000019996 Vendor: KREISERS-001

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.

For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.

Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.

Select 'Apply to All Distributions' to apply changes to all distribution lines on the PO.

Customize Find View All First 1 of 1 Last				
Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input type="checkbox"/>	1	Budget Date	2011-07-01	<input checked="" type="checkbox"/>

☒ Select All ☐ Clear All

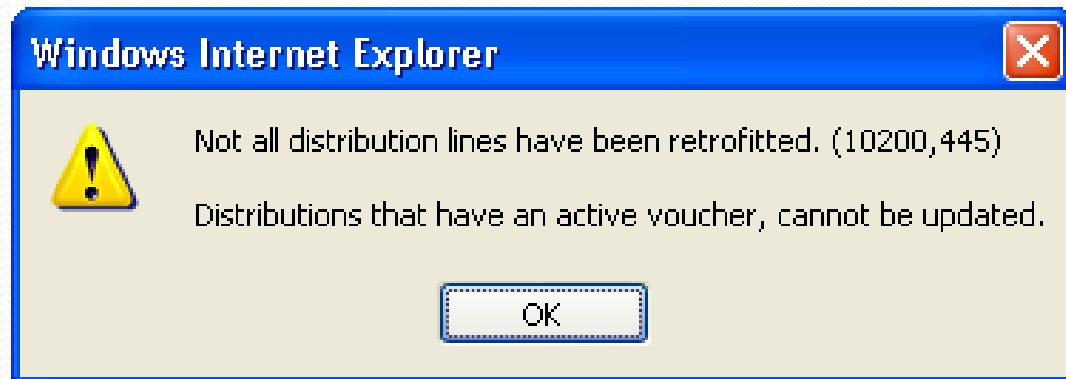
OK

Cancel

Refresh

Exception

- This won't work if the PO has already been partially paid. You will receive this error message.



Budget Check

4. All distribution lines should have the new budget date. Review the PO under **Express Purchase Order** to make it easier. If they are all OK, do a budget check.

Lines ? Find First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Merchandise Amt	Status
1		Xerox - Glass Cleaner	5.0000	EA	01515	12.95	Approved

Schedules Find First 1 of 1 Last

Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amt	Status	*Distribute by
1	10/28/2014	110003	5.0000	2.59000	12.95	Active	Quantity

Distributions Personalize Find View All First 1 of 1 Last

Dist	Status	Percent	Budget Status	Budget Date	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date
1	Open	100.0000	Valid	10/28/2014	0.00	USD	0.000		0.00

Scenario #3

- Purchase orders that have been partially received before 7/1/2015 and/or partially paid in old biennium
 - According to Policy 201, the items that were received prior to July 1 must be paid by voucher backdated to 6/30/15.
 - ❖ PLEASE use receiving and pay by the receipt number in the PO voucher.
 - If the remaining items are received between July 1 and July 28, pay the new receipt number in a voucher dated in new biennium. See the next slide.

Matching Dates in Scenario 3

- To pay the remaining part in the new biennium, the PO budget dates must match the voucher's.
Agencies have two options:
 1. Copy the old PO into a new one with all dates in new biennium. Keep only the unpaid items and delete the rest before budget checking.
 2. Close the PO and budget check to remove remaining encumbrances in old biennium. Pay the rest of the PO with a regular voucher in new biennium, and reference the PO in the voucher.

Reopening Closed POs

- **Pros:**

- Works great for POs that were not partially paid in old biennium
- Keeps all previous data, including any split distributions
- You can keep the existing PO number

- **Cons:**

- Reopening manually causes ALL lines to be reopened, even those already received and paid
- You must be very careful to change ALL budget dates to proper budget period
- You can only reopen one PO at a time

How to Reopen Manually

- See checklist at <http://www.nd.gov/vr/vmr/docs/reopen-closed-po-instructions.pdf>
- Navigation: ND Utilities & Interfaces > ND State Applications > Procurement & Vendors > Reopen Closed POs

Manual Reopen Process

Once you set up a run control ID, enter your business unit and PO number to be reopened.

The screenshot shows a web-based interface for the 'Reopen Closed POs' process. At the top, there is a tab labeled 'Reopen Closed POs'. Below the tab, the 'Run Control ID' is set to 'Your_Name'. To the right of this are two links: 'Report Manager' and 'Process Monitor', followed by a 'Run' button. The main section is titled 'Process Request Parameters' and contains two radio button options: 'Last Close PO Run' (unselected) and 'Select POs to be Reopened' (selected). Below these options is a sub-section titled 'Reopen PO Selection Criteria' which contains several input fields: 'Reopen Request' is set to 'Specific Document'; 'Business Unit' is '11200' with a magnifying glass icon; 'Purchase Order' is '0000002835' with a magnifying glass icon; 'PO Date' is set to 'All'; and 'Activity Date' is set to 'All'.

Reopen PO Selection Criteria	
Reopen Request:	Specific Document
Business Unit:	11200
Purchase Order:	0000002835
PO Date:	All
Activity Date:	All

Manual Reopen Process

Be sure to select the first option of Accounting Date Options and enter a date of July 1st or after.

Reopen Closed POs

Run Control ID test Report Manager Process Monitor Run

Process Request Parameters

☐ Last Close PO Run
☒ Select POs to be Reopened

Reopen PO Selection Criteria

Reopen Request: Specific Document

Business Unit: 80100

Purchase Order: 0000013846

PO Date: All

Activity Date: All

Accounting Date Options

☒ Accounting Date OptionsOpen with Specified Accounting Date 07/01/2015

☐ Accounting Date OptionsOpen with Existing Accounting Date

☒ Reopen Associated Requisitions ?

Reopen Process

- Continue process like others:
 - Click "Run"
 - On the [Process Scheduler Request](#) page, click "OK"
 - Go into the [Process Monitor](#) and refresh until you get "Success" and "Posted."
- You will now be able to open the PO under Add/Update POs
- We recommend you double check the budget dates in the reopened PO



Watch Budget Dates

Open the PO and verify the new accounting date under these links: [Header Details](#) and [PO Defaults](#)


Maintain Purchase Order

Purchase Order

Business Unit 11200
PO ID 0000006914
Copy From

PO Status Dispatched  
Budget Status Valid
☐ Hold From Further Processing

▼ Header ?

*PO Date 09/29/2014  Supplier Search
*Supplier CENTURLIN-002 Supplier Details
*Supplier ID 000014685 CENTURLINK-QWEST COMMUNICATIONS
*Buyer BLPETERSON@ND Peterson, Brandy L
PO Reference convert 6150

Doc Tol Status Valid
Backorder Status Not Backordered [Create BackOrder](#)
Receipt Status Not Recvd
*Dispatch Method Print [Dispatch](#)

Amount Summary ?

Merchandise	0.00	Calculate
Freight/Tax/Misc.	0.00	
Total Amount	0.00 USD	
Encumbrance Balance	Not Available USD	

▼ Actions

[Header Details](#)
[PO Defaults](#)
[PO Activities](#)
[Requisitions](#)
[Activity Summary](#)
[Add Comments](#)
[Add ShipTo Comments](#)
[Document Status](#)

[Add Items From](#) ? [Select Lines To Display](#) ?

Header Details

This date should have changed to the date you entered on the Reopening screen

Maintain Purchase Order

Purchase Order

Business Unit 11200
PO ID 0000006914
Copy From

PO Status Dispatched
Budget Status Valid
☐ Hold From Further Processing

PO Header Details

PO Details

Supplier CENTURYLIN-002
*PO Type GEN
*Billing Location AABILLITI
Origin 041 TELECOMMUN
☐ Use One Ship To

PO Date 09/29/2014
Budget Status Valid
☒ Tax Exempt
ID E-2001
Letter of Credit ID
Ship To AASHPITD

Currency

Currency Code USD
Rate Date 01/01/1900
Rate Type CRRNT

Base Currency USD
Exchange Rate 1.00000000

Process Control Option

☒ Dispatch
*Method Print

Acknowledgements required for Not required
Accounting Date 09/29/2014
Accounting Template STANDARD

OK Cancel Refresh

If the date is correct, click "OK" or change the date first if it's not.

PO Details

If you customized your PO Defaults screen as earlier suggested, it will be easy to find the budget date.

Maintain Purchase Order

Purchase Order

Business Unit 11200 PO ID 0000006914

Copy From [v]

PO Status Dispatched
Budget Status Valid

☐ Hold From Further Processing

Purchase Order Defaults

Business Unit 11200 PO ID 0000006914 Supplier CENTURYLIN-002

Default Options ?

☐ Default If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☒ Override If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Category 91576 Unit of Measure EA

Schedule

Ship To AASHPITD Ship to - ITD Ultimate Use Code
Due Date Original Promise Date
Ship Via COMMON Freight Terms Code FOB DEST
Arbitration Freight Charge Method Weight
*Distribute By Quantity One Time Address

Distribution

SpeedChart

Distributions

Chartfields Asset Information

Dist	Percent	Category	Subcategory	Budget Date	Location	IN Unit
1	100.0000			09/29/2014	PO_HEADER	

OK Cancel Refresh

Correct this field as necessary.

Retrofit Budget Dates

Be sure to change only the budget date on this screen if you wish to keep all previous information intact.

Maintain Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Unit: 11200 PO ID: 0000002835 Vendor: MIDCONTINE-005

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.
Select 'Apply to All Distributions' to apply changes to all distribution lines on the PO.

Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input type="checkbox"/>	1	Fund	001	<input type="checkbox"/>
<input type="checkbox"/>	1	Dept	1002	<input type="checkbox"/>
<input type="checkbox"/>	1	Class	11272	<input type="checkbox"/>
<input type="checkbox"/>	1	Budget Date	2011-07-01	<input checked="" type="checkbox"/>

☒ [Select All](#) ☐ [Clear All](#)

After checking the right box, click "OK". Save your PO on the main screen.

Verify Budget Dates

- If you have only one line and one schedule, you can turn to the Distribution page to verify the budget date changed.
- For multi-line POs, we recommend reviewing the PO under Express Purchase Order. Be sure to "Expand All."

The screenshot displays a software interface for managing Purchase Orders (POs). It is divided into three main sections: Lines, Schedules, and Distributions.

Lines Section:

Line	Item	Description	PO Qty	*UOM	Category	Amount	Status
1		Install Network Package cable	1.0000	EA	92002	150.00	Active

Schedules Section:

Sched	*Due Date	*Ship To	*PO Qty	Price	Amount	Status	*Distribute by
1	06/06/2008	AASHPDCN	1.0000	150.00000	150.00	Active	Quantity

Distributions Section:

Chartfields Asset Information Req Detail Statuses

Dist	Status	Percent	PO Qty	Amount	Curr	*GL Unit	*Account	Oper Unit	Fund	Dept	Class	Budget Date	*Location	PC B Unit
1	Open	100.000	1.0000	150.00	USD	11200	621350	112	780	6950	11230	07/01/2011	AASHP	

Copying vs Reopening

- Copying old to new year
 - ❖ New biennium dates will automatically fill in if done in July
 - ❖ Lines that are fully paid can be deleted
 - ❖ Lines that are partially received and paid can be changed to the new quantity.
- Closing and Reopening
 - ❖ Have to watch budget dates closely
 - ❖ Less steps for POs that have never been received or paid
 - ❖ Partially or fully paid lines cannot be deleted – they must be closed again.

Reopen by Spreadsheet

- On website at www.nd.gov/vr/purchmod/ called "Spreadsheet to Mass Reopen POs in New Biennium"
- Instructions are on first tab of Excel spreadsheet
- Example:

A	B	C
Business Unit	PO #	Line # to be Reopened
53000	0000019627	2
53000	0000019627	3
53000	0000019627	4
53000	0000019628	5
53000	0000019628	6
53000	0000019628	7
53000	0000019628	8
53000	0000019628	9
53000	0000019628	10
53000	0000019629	1

Reopen Spreadsheet con't.

- Save Excel spreadsheet, then submit it through the Vendor Registry Work Request System as a general request. Be sure to attach the spreadsheet!
- This can be done at any time after July 30th.

Work Request System

North Dakota
OMB
Central Services
Vendor Registry

nd.gov Official Portal for
North Dakota State Government

North Dakota
LEGISLATURE

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14th Floor State Capitol Tower
600 E Boulevard Ave. Dept. 012
Bismarck, ND 58505-0310

Payee Requests:
701-328-2773 - Phone
701-328-0108 - Fax
spovendor@nd.gov

Vendor Registry

Welcome to the North Dakota Office of Management and Budget Vendor Registry Home Page. The Vendor Registry office oversees specific functions of the financial software for North Dakota state agencies and public institutions of higher education.



If you are looking to receive notices of solicitation from North Dakota state agencies, please [register to become an approved bidder](#).

Vendor Registry supports state agencies with setting up vendors for payment, 1099 reporting, and the purchasing software module. Select from the following for further details:

NEW! [Vendor Request System](#)



[Using Vendors/Payees in PeopleSoft](#)



[Payee/Vendor Forms for Accounts Payable](#)



[1099 Reporting for ND State Agencies](#)



[Purchasing Module](#)



[Instructions to use UPK OnDemand training for 1099 reporting and Purchasing](#)

Online Help

- Vendor Registry has several OnDemand topics to help you:
 - New to Receiving? (11.2.1 – Receive with a PO)
 - Help Entering PO Vouchers (4.1.8 – PO Vouchers)
 - Reopening Closed POs (11.4.9 – Reopen Closed POs)

Helpful Queries

- **NDS_PO_DTL_BIENNIUM**

- This query gives line item detail of all purchase orders that are still active in this biennium. Run this to check on the status of your agency's POs at any time.

- **NDS_TRUE_ENC_AMT**

- This query will give you the encumbrance amounts for a specified period of time. You may want to run this in July for the new 2017M01 to see if any POs were budget checked under the wrong period.

Repercussions

- What will happen if your agency does not follow the previous instructions?
 - It won't affect your bottom line expenditures at all.
 - But you will start your agency's accounting reports with encumbrances in error.
 - These errors will stay on reports for the entire biennium.
 - Vendor Registry cannot help agencies fix most encumbrance errors after the 2015 biennium is closed.

Good Luck!

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